

CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

29 September 1960

MEMORANDUM FOR: *Acting* Deputy Assistant Director, CR
THRU: Chief, Document Division, CR
CIA Librarian, CR
FROM: Chief, Machine Division
SUBJECT: Source Card Files

Problem

To mechanize the system of selecting and arranging source cards.

II. Facts Relative to the Problem

- a. At present source cards are supplied to the CIA Library and to NSA.
- b. A source card file is needed at VMR for adequate utilization of materials on deposit there.
- c. The present system of providing and filing source cards is entirely manual.
- d. Under the present system CIA INTERNAL USE ONLY must be eliminated manually from source cards going to NSA.
- e. Reproduction must select and cut source cards.

III. Advantages of Mechanization

- a. Reproduction would be relieved of the necessity of selecting and cutting source cards. This would speed up the reproduction process and reduce the possibility of error.
- b. The Document Division would be relieved of the task of assembling and checking source cards manually.
- c. Source cards going to the Library could be arranged mechanically by date, locator or document number or any combination of these data.

- d. Cards going to NSA could also be arranged if they desire.
- e. A source card file could be mechanically arranged and maintained at VMR.
- f. Source cards would be placed in file more rapidly.

IV. Conclusion

The cost of this mechanical system would be small and would in part be a by-product of the current Intellofax input process and should result in substantial savings for the Document Division and the Library.

V. Recommendation

That the proposed system of processing source cards be adopted and started with the initiation of the new Intellofax system.

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Chief, Machine Division

CONCURRENCE:

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CIA Librarian

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Chief, Document Division

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